

Portland Housing Authority

PHA Plans

5 Year Plan for Fiscal Years 2003 - 2007

Annual Plan for Fiscal Year 2003

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: Portland Housing Authority

PHA Number: ME003

PHA Fiscal Year Beginning: 07/2002

Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)**

- ☒ Main administrative office of the PHA
- ☒ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☒ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☒ Other (list below)
Portland Community Development Office

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2003 – 2007

[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is: (state mission here)

The Portland Housing Authority will provide quality affordable housing opportunities. We will partner with those we serve and appropriate agencies to enhance the quality of life in our community and challenge all to achieve excellence.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☐ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☐ Apply for additional rental vouchers:
 - ☐ Reduce public housing vacancies:
 - ☐ Leverage private or other public funds to create additional housing opportunities:
 - ☐ Acquire or build units or developments
 - ☐ Other (list below)
- ☐ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☐ Improve public housing management: (PHAS score)
 - ☐ Improve voucher management: (SEMAP score)

- ☐ Increase customer satisfaction:
- ☐ Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
- ☐ Renovate or modernize public housing units:
- ☐ Demolish or dispose of obsolete public housing:
- ☐ Provide replacement public housing:
- ☐ Provide replacement vouchers:
- ☐ Other: (list below)

☐ PHA Goal: Increase assisted housing choices

Objectives:

- ☐ Provide voucher mobility counseling:
- ☐ Conduct outreach efforts to potential voucher landlords
- ☐ Increase voucher payment standards
- ☐ Implement voucher homeownership program:
- ☐ Implement public housing or other homeownership programs:
- ☐ Implement public housing site-based waiting lists:
- ☐ Convert public housing to vouchers:
- ☐ Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

☐ PHA Goal: Provide an improved living environment

Objectives:

- ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☐ Implement public housing security improvements:
- ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ☐ Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

☐ PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- ☐ Increase the number and percentage of employed persons in assisted families:
- ☐ Provide or attract supportive services to improve assistance recipients' employability:
- ☐ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☐ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - ☐ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☐ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☐ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

The Portland Housing Authority shall maintain its status as a high performing housing authority under PHAS and achieve it under SEMAP.

- ?? Educate the staff on the requirements of PHAS and SEMAP.**
- ?? Adopt operational policies and procedures necessary to achieve the goal.**
- ?? Incorporate PHAS and SEMAP standards into employee performance evaluations.**
- ?? Provide the media with at least 12 positive stories about PHA a year and have a PHA leader speak to at least six public groups each year.**

The Portland Housing Authority shall improve its collaborations with its community agency partners in order to assist our residents and those in need of housing assistance.

- ?? Increase the usage of interagency meetings and roundtables with our partners.**

- ?? Streamline the process our partners need to utilize to effectively work with PHA.**
- ?? Create a PHA agency "point of contact" to provide better service and a more timely response to our partners and the people we service.**
- ?? With the help of our agency partners, the Portland Housing Authority will streamline the process it uses to house people.**

Provide 200 additional affordable housing opportunities for the people we serve by June 30, 2004.

- ?? Investigate every possible HUD funding opportunity and apply for funding that is appropriate.**
- ?? Encourage development partners and mixed financing opportunities.**
- ?? Work with city government to create more affordable rental housing.**

Annual PHA Plan PHA Fiscal Year 2003

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

Streamlined Plan:

- ☒ **High Performing PHA**
☐ **Small Agency (<250 Public Housing Units)**
☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

No Longer required.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	
ii. Table of Contents	
1. Housing Needs	4
2. Financial Resources	11
3. Policies on Eligibility, Selection and Admissions	12
4. Rent Determination Policies	20
5. Operations and Management Policies	24
6. Grievance Procedures	26
7. Capital Improvement Needs	27
8. Demolition and Disposition	28
9. Designation of Housing	30
10. Conversions of Public Housing	31
11. Homeownership	32

12. Community Service Programs	32
13. Crime and Safety	36
14. Pets (Inactive for January 1 PHAs)	38
15. Civil Rights Certifications (included with PHA Plan Certifications)	38
16. Audit	38
17. Asset Management	38
18. Other Information	39

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☒ Admissions Policy for Deconcentration - Attachment A
- ☒ FY 2001 Capital Fund Program Annual Statement - Attachment B
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ☒ PHA Management Organizational Chart - Attachment C
- ☒ FY 2001 Capital Fund Program 5 Year Action Plan - Attachment D
- ☒ Public Housing Drug Elimination Program (PHDEP) Plan
- ☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) - Attachment P
- ☒ Other (List below, providing each attachment name)
 - Voluntary Conversions – Attachment E
 - Substantial Deviation Definition – Attachment F
 - Agency Plan Progress Report – Attachment G
 - Summary of Community Service Program – Attachment H
 - Summary of Pet Policy – Attachment I
 - Membership on Resident Advisory Board – Attachment J
 - Resident on Board of Commissioners – Attachment K
 - Section 8 Homeownership Capacity Statement – Attachment L
 - 2000 CFP Progress and Evaluation Report – Attachment M
 - 2001 CFP Progress and Evaluation Report – Attachment N
 - Project-Basing Section 8 – Attachment O

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
XX	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
XX	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
XX	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
XX	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
XX	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
XX	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
XX	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
XX	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
XX	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
XX	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
XX	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
XX	Public housing management and maintenance policy documents, including policies for the prevention or	Annual Plan: Operations and Maintenance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	eradication of pest infestation (including cockroach infestation)	
XX	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
XX	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
XX	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
XX	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
XX	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
XX	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
XX	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
XX	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
XX	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
XX	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional)	(specify as needed)

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	(list individually; use as many lines as necessary)	

* Action withheld pending implementing instructions from HUD

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2829	5	5	3	5	3	4
Income >30% but <=50% of AMI	1972	5	5	3	5	3	4
Income >50% but <80% of AMI	1771	3	3	3	5	3	4
Elderly	712	3	1	2	5	3	4
Families with Disabilities	Not Known						
Black		N/K	N/K	3	N/K	N/K	N/K
Hispanic		N/K	N/K	3	N/K	N/K	N/K

The above information is for the City of Portland

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

☐ Consolidated Plan of the Jurisdiction/s

Indicate year:

☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset

- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☐ Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	678		150
Extremely low income <=30% AMI	582	86	
Very low income (>30% but <=50% AMI)	68	10	
Low income (>50% but <80% AMI)	23	3	
Families with children	328	48	
Elderly families	17	2	
Families with			

Housing Needs of Families on the Waiting List			
Disabilities	279	41	
White	176	26	
Black	444	66	
Native American	10	1	
Asian/Pacific Is.	48	7	
Hispanic	18	2	
Characteristics by Bedroom Size (Public Housing Only)			
0BR	8	2	22
1BR	331	49	34
2 BR	231	34	42
3 BR	78	11	36
4 BR	26	4	15
5 BR	N/A	.0	0
5+ BR	4	1	1
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

This is as of February 1, 2001.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1728		378
Extremely low income ≤30% AMI	1727	99.5	
Very low income			

Housing Needs of Families on the Waiting List			
(>30% but <=50% AMI)	1	.5	
Low income (>50% but <80% AMI)	0	0	
Families with children	966	55.9	
Elderly families	78	4.5	
Families with Disabilities	625	36.2	
White	847	49.0	
Black	207	12	
Native American	32	1.9	
Asian/Pacific Is.	642	37.2	
Hispanic	63	3.7	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

This is as of January 31, 2002.

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☐ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☒ Other (list below)
Utilize project-basing of vouchers
Section 8 homeownership program

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☒ Results of consultation with advocacy groups
- ☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing

capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2002 grants)		
a) Public Housing Operating Fund	2,386,768	
b) Public Housing Capital Fund	1,839,463	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	13,127,447	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
None - Everything will be obligated	0	
3. Public Housing Dwelling Rental Income	2,466,450	PH Operations
4. Other income (list below)		
Interest on PH and Sec 8 Reserves	47,872	Operations
4. Non-federal sources (list below)		
Tower Rentals	20,000	PH Operations
Total resources	19,888,000	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
☒ When families are within a certain time of being offered a unit: **(60 Days)**
☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
☒ Rental history
☒ Housekeeping
☐ Other (describe)

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

Police checks are conducted on all new admissions. PHA uses the lowest level of police that is appropriate to get the job done.

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
☐ Sub-jurisdictional lists
☐ Site-based waiting lists
☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
☐ PHA development site management office
☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year? **0**

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
☐ All PHA development management offices
☐ Management offices at developments with site-based waiting lists
☐ At the development to which they would like to apply
☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☒ One
☐ Two
☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
- ☐ Overhoused
- ☐ Underhoused
- ☒ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☒ Other: (list below)
Necessary for access to work.

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☒ Homelessness - **who are residing in a city owned or subsidized family shelter**
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)
PHA has a preference for seniors and near elderly (55+).

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

4 Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- 2 Homelessness - who are residing in a city owned or subsidized family shelter
- High rent burden

Other preferences (select all that apply)

- 3. Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)
- 1 **For zero and one bedroom units there is a senior/near elderly preference**

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA’s Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
☒ Any time family composition changes
☐ At family request for revision
☐ Other (list)

(6) Deconcentration and Income Mixing

- a. ☒ Yes ☐ No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. ☒ Yes ☐ No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
Kennedy Park	46	Property has been impacted by the statutorily authorized working preference and is our closest site to jobs.	
Dermott Court	4	A scattered site property	
Peter's Palace	1	A scattered site property	

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- ☒ Criminal or drug-related activity only to the extent required by law or regulation
 - ☐ Criminal and drug-related activity, more extensively than required by law or regulation
 - ☐ More general screening than criminal and drug-related activity (list factors below)
 - ☐ Other (list below)
- b. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☐ Criminal or drug-related activity
 - ☒ Other (describe below)

Current and prior landlord information if known by PHA.

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☒ None
 - ☐ Federal public housing
 - ☐ Federal moderate rehabilitation
 - ☐ Federal project-based certificate program
 - ☐ Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- ☒ PHA main administrative office
 - ☐ Other (list below)

(3) Search Time

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

Because the local vacancy rate is less than 1%, all participants are initially issued a 120-day voucher. Extensions for an additional 60-days are available as a "reasonable accommodation."

(4) Admissions Preferences

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☒ Victims of domestic violence
- ☒ Substandard housing
- ☒ Homelessness
- ☒ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☒ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

2 Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 1 High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- 1 Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers

- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)
- ☒ The Section 8 Administrative Plan
- ☐ Briefing sessions and written materials
- ☐ Other (list below)
- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
- ☒ Through published notices
- ☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

- a. Use of discretionary policies: (select one)

- ☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0
☐ \$1-\$25
☐ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member
☐ For increases in earned income
☐ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

- ☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- ☐ For household heads
☐ For other family members
☐ For transportation expenses
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☒ Yes for all developments
☐ Yes but only for some developments
☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☒ For all developments
☐ For all general occupancy developments (not elderly or disabled or elderly only)
☐ For specified general occupancy developments
☐ For certain parts of developments; e.g., the high-rise portion
☐ For certain size units; e.g., larger bedroom sizes
☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
☒ Fair market rents (FMR)
☐ 95th percentile rents
☐ 75 percent of operating costs
☐ 100 percent of operating costs for general occupancy (family) developments
☐ Operating costs plus debt service
☐ The "rental value" of the unit
☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
☒ At family option
☐ Any time the family experiences an income increase
☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
☐ Other (list below)

However, the rent is only increased at the time of an annual re-certification.

- g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☒ The section 8 rent reasonableness study of comparable housing
☐ Survey of rents listed in local newspaper
☐ Survey of similar unassisted units in the neighborhood
☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
☐ 100% of FMR
☒ Above 100% but at or below 110% of FMR
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
☐ The PHA has chosen to serve additional families by lowering the payment standard
☐ Reflects market or submarket
☐ Other (list below)

- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☒ Reflects market or submarket
- ☒ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☐ Annually
- ☒ Other (list below)

Quarterly due to the rapid market changes.

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0
- ☐ \$1-\$25
- ☐ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

PHA is excluded from this as a high performer

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☐ An organization chart showing the PHA's management structure and organization is attached.
- ☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

?? List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning 07/01/01	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		
ROSS		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

PHA is excluded from this as a high performer

A. Public Housing

1. ☐ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- ☐ PHA main administrative office
- ☐ PHA development management offices
- ☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☐ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- ☐ PHA main administrative office
- ☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **Attachment B**

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name - **Attachment D**)

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
1. Development name:
 2. Development (project) number:
 3. Status of grant: (select the statement that best describes the current status)
 - ☐ Revitalization Plan under development
 - ☐ Revitalization Plan submitted, pending approval
 - ☐ Revitalization Plan approved
 - ☐ Activities pursuant to an approved Revitalization Plan underway

- ☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
- If yes, list development name/s below:

- ☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
- If yes, list developments or activities below:

- ☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
- If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- ☐ Yes ☒ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: Harbor Terrace
1b. Development (project) number: ME003-006
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(31/07/02)</u>
5. Number of units affected: 0
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development – Excess land only for additional affordable housing <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 7/31/02 b. Projected end date of activity: 12/31/02

Demolition/Disposition Activity Description
1a. Development name: Peninsula Housing
1b. Development (project) number: ME003-016
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(31/07/02)</u>
5. Number of units affected: 0
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development – Excess land only for additional affordable housing <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 7/31/02 b. Projected end date of activity: 12/31/02

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date

submitted or approved: _____)

- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description
(Complete one for each development affected)

1a. Development name:

1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- ☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

- ☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

PHA is excluded from this as a high performer

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- ☐ Yes ☐ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 15/02/01

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☐ Client referrals
- ☐ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☐ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☐ Public housing rent determination policies
- ☐ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA

- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☐ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2003 Estimate)	Actual Number of Participants (As of: 01/01/01)
Public Housing		
Section 8		

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- ☐ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - ☐ Informing residents of new policy on admission and reexamination
 - ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
 - ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
 - ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937
--

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

PHA is excluded from this as a high performer

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
 - ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
 - ☐ Residents fearful for their safety and/or the safety of their children

- ☐ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

Our crime prevention programs paid by PHDEP are working.

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☐ Safety and security survey of residents
- ☐ Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☐ Resident reports
- ☐ PHA employee reports
- ☐ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☐ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan

- ☐ Police provide crime data to housing authority staff for analysis and action
 - ☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
 - ☐ Police regularly testify in and otherwise support eviction cases
 - ☐ Police regularly meet with the PHA management and residents
 - ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
 - ☐ Other activities (list below)
2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2001 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2003 in this PHA Plan?
- ☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: __)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? ____
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

PHA is excluded from this as a high performer

1. ☐ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 - ☐ Not applicable
 - ☐ Private management
 - ☐ Development-based accounting
 - ☐ Comprehensive stock assessment
 - ☐ Other: (list below)
3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - ☒ Attached at Attachment P
 - ☐ Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
 - ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
 - ☒ The PHA changed portions of the PHA Plan in response to comments
List changes below: **See Attachment P**

☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: **City of Portland**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☐ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☐ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

- ☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The City of Portland's Community Development Office is supportive of PHA. Their primary focus is on neighborhood revitalization and social services. PHA and its residents benefit by some of the social service providers funded by the CDBG program and the better neighborhoods they help create.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

Attachment H

Implementation of Public Housing Resident Community Service Requirements

The administrative steps that we will take to implement the Community Service Requirements include the following:

- 1. Development of Written Description of Community Service Requirement:**
The Portland Housing Authority has a written developed policy of Community Service Requirements as a part of the Admissions and Continued Occupancy Policy and has completed the required Resident Advisory Board review and public comment period.
- 2. Scheduled Changes in Leases:**
The Portland Housing Authority has made the necessary changes to the lease and has completed the required Resident Advisory Board review and public comment period.
- 3. Written Notification to Residents of Exempt Status to each Adult Family Member:**
The Portland Housing Authority will notify residents at the time of their recertification.
- 4. Cooperative Agreements with TANF Agencies**
The Portland Housing Authority has secured a Cooperative Agreement with a TANF Agency.
- 5. Programmatic Aspects**
Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

An economic self sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The Portland Housing Authority will coordinate with social service agencies, local schools, and the United Way Volunteer Services and Maine Department of Human Services in identifying a list of volunteer community service positions.

The Portland Housing Authority may create volunteer positions such as hall monitoring, litter patrols, and supervising and record keeping for volunteers.

Attachment B

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Portland Housing Authority		Grant Type and Number ME36P00350102 Capital Fund Program Grant No: 501-02 Replacement Housing Factor Grant No:		Federal FY of Grant: 2002	
<input checked="" type="checkbox"/> Original Annual Statement ? Reserve for Disasters/ Emergencies ? Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: ? Final Performance and Evaluation Report					
Line #	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	-0-			
2	1406 Operations	50,000.00			
3	1408 Management Improvements	640,270.00			
4	1410 Administration	127,000.00			
5	1411 Audit	-0-			
6	1415 Liquidated Damages	-0-			
7	1430 Fees and Costs	20,100.00			
8	1440 Site Acquisition	-0-			
9	1450 Site Improvement	140,300.00			
10	1460 Dwelling Structures	728,403.00			
11	1465.1 Dwelling Equipment—Nonexpendable	-0-			
12	1470 Nondwelling Structures	-0-			
13	1475 Nondwelling Equipment	83,390.00			
14	1485 Demolition	-0-			
15	1490 Replacement Reserve	-0-			
16	1492 Moving to Work Demonstration	-0-			
17	1495.1 Relocation Costs	-0-			
18	1499 Development Activities	-0-			
19	1501 Collateralization or Debt Service	-0-			
20	1502 Contingency	50,000.00			
21	Amount of Annual Grant: (sum of lines 2-20)	1,839,463.00			
22	Amount of line 21 Related to LBP Activities	-0-			
23	Amount of line 21 Related to Section 504 compliance	8,000.00			
24	Amount of line 21 Related to Security –Soft Costs	-0-			
25	Amount of Line 21 related to Security-- Hard Costs	-0-			
26	Amount of line 21 Related to Energy Conservation Measures	-0-			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Portland Housing Authority			Grant Type and Number ME36P00350102 Capital Fund Program Grant No: 501-02 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002		
Development # Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct #	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Sagamore Village (ME 3-1)	--Electrical service	1460	20%	10,000.00				
	--Resurface front entry	1460	5%	3,000.00				
	--Renovations	1460	20%	236,799.00				
	--Site work	1450	10%	24,540.00				
	--Waterproofing	1460	5%	10,000.00				
Kennedy Park (ME 3-2)	--Site work	1450	10%	10,000.00				
Bayside Terrace (ME 3-3)	--Exterior lights	1460	100%	4,000.00				
	--Site work	1450	2%	2,000.00				
Franklin Towers (ME 3-4)	--Site improvements	1450	40%	11,260.00				
	--Plumbing (drains, lines)	1460	100%	32,810.00				
Bayside East (ME 3-5)	--Roof and stair renovations	1460	30%	208,244.00				
	--Site work	1450	10%	6,000.00				
	--Heating zone valves	1460	40%	24,000.00				
Harbor Terrace (ME 3-6)	--Replace trash compactor	1460	100%	65,000.00				
	--Site improvements	1450	100%	2,000.00				
Riverton Park (ME 3-8)	--New playground	1450	1 ea.	28,000.00				
	--New floors (1 st floor)	1460	100%	30,000.00				
	--New tubs	1460	30%	40,000.00				
Washington Gardens (ME 3-9)	--Resurface asphalt areas	1450	100%	48,000.00				
Front Street (ME 3-10)	--New entrance service	1460	10%	20,000.00				
	--Site work	1450	10%	5,000.00				
	--Waterproofing	1460	10%	10,000.00				
Dermott Court (ME 3-11)	--Site work	1450	2%	1,000.00				
Peninsula Housing (ME 3-16)	--Site work	1450	5%	2,500.00				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

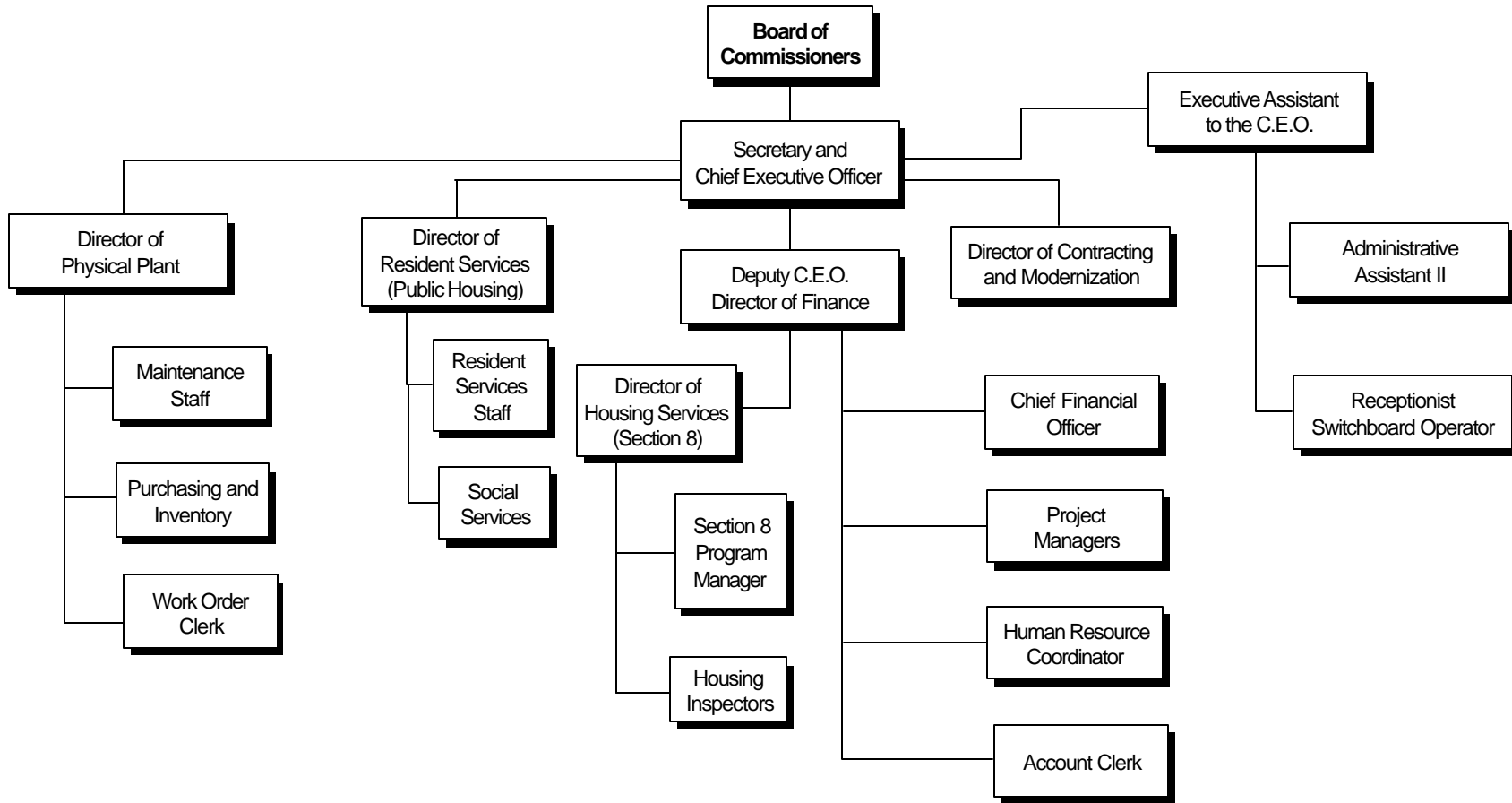
Part II: Supporting Pages

PHA Name: Portland Housing Authority			Grant Type and Number ME36P00350102 Capital Fund Program Grant No: 501-02 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002		
Development # Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct #	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	--Housing Inspector	1408	1 FTE	49,240.00				
	--FSS Program Manager	1408	.1 FTE	7,400.00				
	--Resident Services Prog. Assistant	1408	1 FTE	42,600.00				
	--Education Program Manager	1408	1 FTE	61,750.00				
	--Resident Services Program Manager	1408	1 FTE	57,500.00				
	--Director of Resident Services	1408	1 FTE	83,700.00				
	--Resident Counseling	1408	Contractual	37,080.00				
	--Youth Services	1408	Contractual	25,000.00				
	--Education Services	1408	Contractual	25,000.00				
	--Modernization Staff	1410	2 FTE	127,000.00				
	--Preventive Maintenance	1460	10%	34,550.00				
	--Architectural and Engineering Fees	1430	Contractual	20,100.00				
	--Maintenance Equipment	1475	Purchase	33,390.00				
	--Maintenance Vehicle	1475	Purchase	25,000.00				
	--Computer hardware and software	1475	Purchase	25,000.00				
	--Contingency	1502	100%	50,000.00				
	--HTVN	1408	Contractual	6,500.00				
	--Project Managers (3)	1408	3 FTE	172,500.00				
	--Elderly Services	1408	Contractual	72,000.00				
	--Operations	1406	100%	50,000.00				
	TOTAL			1,839,463.00				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Portland Housing Authority		Grant Type and Number ME36P00350102 Capital Fund Program No: 501-02 Replacement Housing Factor No:				Federal FY of Grant: 2002	
Development # Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
3-1 Sagamore Village	06/30/04			06/30/05			
3-2 Kennedy Park	06/30/04			06/30/05			
3-3 Bayside Terrace	06/30/04			06/30/05			
3-4 Franklin Towers	06/30/04			06/30/05			
3-5 Bayside East	06/30/04			06/30/05			
3-6 Harbor Terrace	06/30/04			06/30/05			
3-8 Riverton Park	06/30/04			06/30/05			
3-9 Washington Gardens	06/30/04			06/30/05			
3-10 Front Street	06/30/04			06/30/05			
3-11 Dermott Court	06/30/04			06/30/05			
3-16 Peninsula Housing	06/30/04			06/30/05			
Administrative Offices	06/30/04			06/30/05			
PHA Wide	06/30/04			06/30/05			

PORTLAND HOUSING AUTHORITY
Organization Chart
02/08/2001



Attachment D

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name: Portland Housing Authority		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA - Wide	Year 1	Work Statement for Year 2 FFY Grant: 2003 PHA FY:	Work Statement for Year 3 FFY Grant: 2004 PHA FY:	Work Statement for Year 4 FFY Grant: 2005 PHA FY:	Work Statement for Year 5 FFY Grant: 2006 PHA FY:
Sagamore Village ME 3-1	Annual Statement	278,867.00	465,000.00	519,468.00	389,500.00
Kennedy Park ME 3-2		72,664.00	34,000.00	37,000.00	18,600.00
Bayside Terrace ME 3-3		95,000.00	50,000.00	37,000.00	20,000.00
Franklin Towers ME 3-4		43,650.00	160,735.00	183,735.00	35,000.00
Bayside East ME 3-5		68,700.00	35,000.00	113,000.00	245,000.00
Harbor Terrace ME 3-6		63,750.00	58,000.00	20,500.00 2,000.00	42,000.00
Riverton Park ME 3-8		30,000.00	30,000.00	20,000.00	78,000.00
Washington Gardens ME 3-9		278,643.00	27,000.00	5,000.00	14,000.00
Front Street ME 3-10		47,000.00	60,000.00	148,378.00	48,000.00
Dermott Court ME 3-11		25,000.00	25,000.00	15,000.00	27,000.00
Peninsula Housing ME 3-16		30,761.00	90,378.00	10,000.00	36,478.00
14 Baxter Boulevard		2,000.00	2,000.00	2,000.00	6,478.00
PHA Wide		803,428.00	802,350.00	814,760.00	879,407.00
CFP Funds Listed for 5-Year Planning		1,839,463.00	1,839,463.00	1,839,463.00	1,839,463.00

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2003 PHA FY:			Activities for Year: <u>3</u> FFY Grant: 2004 PHA FY:		
	Sagamore Village 3-1	--Renovations --Site work --Waterproofing	258,867.00 10,000.00 10,000.00	Sagamore Village 3-1	--Renovations --Site work --Chimney repairs --Waterproofing	385,000.00 10,000.00 60,000.00 10,000.00
	Kennedy Park 3-2	--Interior stairs --Plumbing --Electrical --Site work	39,054.00 23,550.00 5,060.00 5,000.00	Kennedy Park 3-2	--Resurface parking area --Site work	32,000.00 2,000.00
	Bayside Terrace 3-3	--Bathroom renovations --Replace parking lot --Site work	75,000.00 18,000.00 2,000.00	Bayside Terrace 3-3	--New floors --Site work	48,000.00 2,000.00
	Franklin Towers 3-4	--Ventilation (roof) --Solarium --Site work	20,100.00 20,550.00 3,000.00	Franklin Towers 3-4	--New stairway windows --New boiler controls --Resurface parking area --Site work	60,000.00 48,735.00 50,000.00 2,000.00
	Bayside East 3-5	--Stoves --Rebuild porches --Site improvements	23,000.00 32,000.00 13,700.00	Bayside East 3-5	--Resurface parking area	35,000.00
	Harbor Terrace 3-6	--Renovate common area --Site improvement	53,563.00 10,187.00	Harbor Terrace 3-6	--Resurface parking area	58,000.00
	Riverton Park 3-8	--Site work (asphalt)	30,000.00	Riverton Park 3-8	--Rebuild storm drains	30,000.00
	Washington Gardens 3-9	--Replace kitchens --Site work	273,643.00 5,000.00	Washington Gardens 3-9	--Site work --Accessability	7,000.00 20,000.00
	Front Street 3-10	--Bathroom renovations --Site work --Waterproofing	40,000.00 5,000.00 2,000.00	Front Street 3-10	--Bathroom renovations --Site work	51,622.00 8,378.00
	Dermott Court 3-11	--Bathroom renovations	25,000.00	Dermott Court 3-11	--New windows	25,000.00
	Peninsula Housing 3-16	--New heating boiler --Site work	28,761.00 2,000.00	Peninsula Housing 3-16	--Retaining wall --Site work	88,378.00 2,000.00

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u> 2 (cont.)</u>			Activities for Year: <u> 3 (cont.)</u>		
	FFY Grant: 2003			FFY Grant: 2004		
	PHA FY:			PHA FY:		
	PHA Wide	--Resident Init. Program Manager	49,240.00	PHA Wide	--Resident Init. Program Manager	49,240.00
		--Education Program Manager	47,500.00		--Education Program Manager	47,500.00
		--FSS Program Manager	7,400.00		--FSS Program Manager	7,400.00
		--Resident Serv. Office Assistant	33,070.00		--Resident Serv. Office Assistant	33,070.00
		--Housing Inspector	35,225.00		--Housing Inspector	35,225.00
		--FSS education/training	5,000.00		--FSS education/training	5,000.00
		--Upgrade computer software	5,000.00		--Upgrade computer software	5,000.00
		--Resident counseling	37,080.00		--Resident counseling	37,080.00
		--Director of Resident Services	63,000.00		--Director of Resident Services	64,000.00
		--Youth services	27,000.00		--Youth services	27,000.00
		--Education services	27,000.00		--Education services	27,000.00
		--Preventive Maintenance	34,650.00		--Preventive Maintenance	34,650.00
		--Maintenance equipment	60,000.00		--Maintenance equipment	25,000.00
		--Staff training/education	6,000.00		--Staff training/education	6,000.00
		--Contingency	50,000.00		--Contingency	61,685.00
		--Project Manager (3)	182,000.00		--Project Manager (3)	182,000.00
		--Elder services	77,000.00		--Elder services	79,000.00
		--Operations	50,600.00		--Operations	50,000.00
		--HTVN	6,500.00		--HTVN	6,500.00
		--Fees & costs	22,000.00		--Fees & costs	22,000.00
		Total CFP Estimated Cost	1,839,463.00			1,839,463.00

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u>4</u> FFY Grant: 2005 PHA FY:			Activities for Year: <u>5</u> FFY Grant: 2006 PHA FY:		
	Sagamore Village 3-1	--Renovations --Site work --Waterproofing	393,000.00 116,468.00 10,000.00	Sagamore Village 3-1	--Renovations --New siding --Site work	184,000.00 200,500.00 5,000.00
	Kennedy Park 3-2	--New floors --Site work	30,000.00 7,000.00	Kennedy Park 3-2	--New bulkheads --Site work	13,600.00 5,000.00
	Bayside Terrace 3-3	--New floors --Site work	35,000.00 2,000.00	Bayside Terrace 3-3	--Site work --Fence replacement	2,000.00 18,000.00
	Franklin Towers 3-4	--New countertops --Energy management system	133,735.00 50,000.00	Franklin Towers 3-4	--New entrances --Site work	30,000.00 5,000.00
	Bayside East 3-5	--New floors --Site work	105,000.00 8,000.00	Bayside East 3-5	--Appliances --Site work	240,000.00 5,000.00
	Harbor Terrace 3-6	--Halls and stairwells --Site work	20,500.00 2,000.00	Harbor Terrace 3-6	--Elevator upgrade --Site work	40,000.00 2,000.00
	Riverton Park 3-8	--Site work	20,000.00	Riverton Park 3-8	--Renovations --Site work	28,000.00 50,000.00
	Washington Gardens 3-9	--Site work	5,000.00	Washington Gardens 3-9	--Renovate Community Room --Site work	12,000.00 2,000.00
	Front Street 3-10	--Exterior stairs --Waterproofing	50,000.00 10,000.00	Front Street 3-10	--Site work --Appliances	6,000.00 42,000.00
	Dermott Court 3-11	--New floors --Site work	12,000.00 3,000.00	Dermott Court 3-11	--New siding --Appliances --Site work	20,000.00 4,000.00 3,000.00
	Peninsula Housing 3-16	--Site work	10,000.00	Peninsula Housing 3-16	--Site work --New roofs --New appliances	5,000.00 18,478.00 13,000.00

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year :__4 (cont.) FFY Grant: 2005 PHA FY:			Activities for Year:__5 (cont.) FFY Grant: 2006 PHA FY:		
	PHA Wide	--Resident Init. Program Manager	49,240.00	PHA Wide	--Resident Init. Program Manager	50,280.00
		--Education Program Manager	47,500.00		--Education Program Manager	49,775.00
		--FSS Program Manager	7,400.00		--FSS Program Manager	8,200.00
		--Resident Serv. Office Assistant	33,070.00		--Resident Serv. Office Assistant	36,070.00
		--Housing Inspector	35,225.00		--Housing Inspector	38,560.00
		--FSS education/training	5,000.00		--FSS education/training	6,000.00
		--Upgrade computer software	5,000.00		--Upgrade computer software	5,000.00
		--Resident counseling	37,080.00		--Resident counseling	38,000.00
		--Director of Resident Services	65,000.00		--Director of Resident Services	68,000.00
		--Youth services	28,000.00		--Youth services	30,000.00
		--Education services	28,000.00		--Education services	30,000.00
		--Preventive Maintenance	34,650.00		--Preventive Maintenance	35,000.00
		--Maintenance equipment	25,000.00		--Maintenance equipment	60,000.00
		--Staff training/education	6,000.00		--Staff training/education	8,000.00
		--Contingency	50,000.00		--Contingency	47,022.00
		--Project Manager (3)	185,000.00		--Project Manager (3)	200,000.00
		--Elder services	92,000.00		--Elder services	91,000.00
		--Operations	48,760.00		--Operations	50,000.00
		--HTVN	6,300.00		--HTVN	6,500.00
		--Fees and costs	21,200.00		--Fees and costs	22,000.00
		Total CFP Estimated Cost	1,839,463.00			1,839,463.00

Attachment E
Voluntary Conversions

- a. How many of the PHA's developments are subject to the Required Initial Assessments? **9**
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? **3**
- c. How many Assessments were conducted for the PHA's covered developments? **9**
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
None	

- d. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments: **N/A**

Definition – Attachment F

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which requires formal approval of the Board of Commissioners.

Attachment G

Statement of progress in meeting 5 year goals

The authority continues to educate its staff on the requirements of PHAS and SEMAP through the use of procedures calling for departmental staff meetings devoted to the topic.

We are informally incorporating PHAS and SEMAP standards into our performance evaluations but as 90% of our employees are members of unions who do not accept performance evaluations in their contracts we will be dropping this goal for the future.

We continue to provide the media with positive stories. This year we are also working on the creation of a presentation package using Power Point for educating public groups on the Authority.

We have not found the Authority web page to be a very effective tool for educating our partners and the public so we have returned to using print media and interagency meetings between staffs. This year we have met with nearly all of our major partners and will continue to do this annually. These meetings have helped streamline the process our partners need to utilize to effectively work with us.

We have also appointed two "point of contact" persons (for leased housing and public housing) to provide more efficient service to our partners. We have notified all our major partners of this.

Through increased staffing and administrative changes we have streamlined our process of processing applicants and are processing greater numbers of applicants than ever before.

We continue to investigate all possible funding sources and have assigned this responsibility to a single staff person who not only seeks out HUD sources but also private sources.

We continue to work with our local CAP agency as a partner in the creation of new housing, and the staff and I serve on many city and interagency task forces for the purpose of creating more affordable housing opportunities, not only in Portland but all of Southern Maine.

Attachment A

Here is the Deconcentration Policy. Per the 2002 HUD Appropriations Act it has been suspended.

F. DECONCENTRATION OF POVERTY AND INCOME-MIXING

The PHA's admission policy is designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

Gross annual income is used for income limits at admission and for income-mixing purposes.

Skipping of a family on the waiting list specifically to reach another family with a lower or higher income is not to be considered an adverse action to the family. Such skipping will be uniformly applied until the target threshold is met.

* The PHA will gather data and analyze, at least annually the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in the PHA's deconcentration efforts.

The PHA will use the gathered tenant incomes information in its assessment of its public housing developments to determine the appropriate designation to be assigned to the project for the purpose of assisting the PHA in its deconcentration goals.

* If the PHA's annual review of tenant incomes indicates that there has been a significant change in the tenant income characteristics of a particular project, the PHA will evaluate the changes to determine whether, based on the PHA methodology of choice, the project needs to be redesignated as a higher or lower income project or whether the PHA has met the deconcentration goals and the project needs no particular designation.

Project Designation Methodology

The PHA will determine and compare the tenant incomes at the developments and the incomes of census tracts in which the developments are located.

Upon analyzing its findings the PHA will apply the policies, measures and incentives listed in this Chapter to bring higher income families into lower income developments and lower income families into higher income developments.

The PHA's goal is to have eligible families having higher incomes occupy dwelling units in projects predominantly occupied by eligible families having lower incomes, and eligible families having lower incomes occupy dwelling units in projects predominantly occupied by eligible families having higher incomes.

*Families having lower incomes include very low- and extremely low-income families.

*Skipping of families for deconcentration purposes will be applied uniformly to all families.

*When selecting applicant families [and assigning transfers] for a designated project the PHA will determine whether the selection of the family will contribute to the PHA's deconcentration goals.

*The PHA will not select families for a particular project if the selection will have a negative effect on the PHA's deconcentration goals. However, if there are insufficient families on the waiting list [or transfer list], under no circumstances will a unit remain vacant longer than necessary.

Attachment I

Pet Policy

Effective October 1, 2001, pet ownership in all Public Housing developments will be regulated by the reasonable rules and regulations outlined in this Companion Pet Ownership Policy. As this policy is incorporated in the Dwelling Lease, repeated or substantial violation of the regulations set forth may result in the withdrawal of permission to keep a pet, or in termination of tenancy. This policy does not apply to animals that are required to assist either handicapped residents or handicapped visitors.

A. **TYPE AND NUMBER:** Under this policy,

Residents will not be allowed to keep Pit Bulls or Rottweilers in any development under any circumstances including strays, visitors= or guests= pets.

- **Residents of all buildings less than three stories tall** may keep only common household pets limited to dogs, cats, birds, rodents such as hamsters and rabbits, fish, and turtles. **A maximum of one (1) dog and/or two (2) cats per household will be allowed.**
- **Residents of buildings taller than three (3) stories (high rise buildings)** may keep:
 - (a) One (1) dog not exceeding twenty (20) pounds, eight or twelve (12) inches in height at full maturity, or
 - (b) One (1) cat, or
 - (c) Two (2) caged birds, or
 - (d) Fish (limit of one (1) twenty (20) gallon tank, 12" x 30" x 12", sealed against leakage).

All other animals, including strays or visitors'/guests' pets are strictly prohibited from all developments.

Special Note: Residents who can prove that they had pets in excess of the maximum number allowed under this policy as of the date of enactment of this policy (June 7, 2001) may retain these specific pets as long as they remain in compliance with all other requirements of this policy. No additional pets may be added to the household or substituted for the specific pets referred to herein as long as their addition or substitution would keep the household over the policy limit.

B. **OWNER ACCOUNTABILITY:** Pet owners will be held accountable for damage to property or persons caused by their pets. Failure to meet financial responsibility for pet-caused damage will be cause for eviction.

Tenants shall be liable for the entire amount of all damages caused by pets and all cleaning, defleaing, and deodorizing required because of the pet. This applies to carpets, doors, walls, drapes, windows, screens, furniture, appliances and any other part of the dwelling unit, landscaping or other improvements on Authority property, or the property of other tenants. If such items cannot be satisfactorily cleaned or repaired, tenants must pay for complete replacement. Payment for damages, repairs, cleaning, replacement, etc. shall be deducted from a damage deposit but not limited by said deposit amount.

C. **STANDARD OF CARE:** It is the pet owner's responsibility to ensure that the pet receives proper care. Proper care includes adequate nutrition, responsible medical attention, satisfactory grooming and exercise, and overall humane treatment. Management reserves the right to require the pet owner to permanently remove the pet if, in Management's opinion, it is not being properly cared for.

D. **RIGHTS OF OTHER TENANTS:** Pet owners must recognize the rights of other tenants to peaceably enjoy their homes free from noise disturbances and odors caused by pets. Therefore, pet owners will take every reasonable step to ensure that the rights of other tenants are not disturbed.

Pet owners agree to immediately and permanently remove the pet from the premises of Management receives reasonable complaints from neighbors or other residents or if Management, in their sole discretion, determines that the pet has disturbed the rights, comforts, or convenience of neighbors or other residents.

E. SPECIAL PROVISIONS FOR OWNERS OF DOGS AND CATS:

- (a) **Dogs and cats shall be neutered or spayed and housebroken.**
- (b) **All dogs or cats shall be licensed and vaccinated according to local and State law.**
- (c) **All dog owners shall maintain current Renters Insurance including Personal Liability insurance in the amount of \$300,000.**
- (d) All dogs shall be on a leash controlled by an adult when outside of the apartment.
- (e) Owners shall designate an individual to care for the pet if the owner becomes incapacitated.
- (f) Cats and dogs shall not be allowed in common areas (community room, laundry room, etc.) except as is necessary to leave or enter the building. At no time shall they be allowed to roam freely.
- (g) Management reserves the right to require that tenants remove pets from the premises while maintenance work is being performed.
- (h) A cat litter box will be provided by cat owners and sanitary conditions must be maintained at all times. The litter box must be cleaned regularly and the waste collected in plastic bags which are to be sealed and placed in a trash can. Litter boxes must be kept in the apartment at all times.
- (i) Tenants shall not alter their apartments or any other portion of the premises to create an enclosure for an animal.
- (j) Leashed animals must be curbed away from the site area. No animal waste will be tolerated on any building site properties.
- (k) Pet owners must remain in strict compliance with all relevant State, local, and Portland Housing Authority laws, regulations, and ordinances at all times.
- (l) If dogs or cats are left unattended for forty-eight (48) hours or more, the Portland Housing Authority may enter to remove the pet and transfer it to the proper authorities. The Portland Housing Authority accepts no responsibility for the pet under such circumstances.

F. OWNERSHIP CERTIFICATE:

- (a) Written permission must be secured from the Authority in advance. This permission will be granted after the following requirements have been met:
 - 1) Signed, notarized statement accepting full legal responsibility for the actions of the pet and all injuries and illness caused by the pet.
 - 2) A veterinarian's statement that (in the case of dogs and cats) the animal is:
 - a. in good health;
 - b. has received all necessary immunizations, and
 - c. has been neutered.
 - 3) A signed agreement with another responsible person to remove the animal from the premises if the owner should become temporarily or permanently unable to care for it. The Authority shall be able to implement this agreement at any time if, in its sole discretion, the animal is not properly cared for or shows signs of abuse.
 - 4) Proof of registration will be required from all dog owners.
 - 5) Proof of Renter's insurance with Liability coverage in the amount of \$300,000 will be required from all dog owners.

- (b) Proof of compliance with the above regulations must be submitted each year at the time of the annual reexamination.

Required Attachment J: Membership of the Resident Advisory Board or Boards

Section 8 Participants

Ms. Angie Blake
473 Cumberland Avenue #4
Portland, ME 04101

Ms. Jean Bessette
23 Codman Street
Portland, ME 04103

Ms. Mona Taylor
81 Brentwood Street
Portland, ME 04103

Ms. Pamela Hourihan
12 Hawkes Street #2
Westbrook, ME 04092

Public Housing Residents

Ms. Lois Davenport
56 Popham Street
Portland, ME 04102

Mr. Stu Daniels
211 Cumberland Avenue #1506
Portland, ME 04101

Mr. Abdullahi Jama
29 Kennedy Park
Portland, ME 04101

Ms. Patricia Bruton
284 Danforth Street #704
Portland, ME 04102

Ms. Patty Libby
111 Riverton Drive
Portland, ME 04103

Ms. Doris Gendrolis
72 Pembroke Street #2
Portland, ME 04103

Mr. Clifford Merrill
40 W. Presumpscot Street
Portland, ME 04103

There is a Maine Statute that makes the public disclosure of the name of any public housing resident a criminal offense. Therefore, although these are being provided to you, they were not made available for public review.

Required Attachment K : Resident Member on the PHA Governing Board

1. ☒ Yes ☐ No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board: Elizabeth V. Clark and Paula L. Weitz

B. How was the resident board member selected: (select one)?

☐ Elected

☒ Appointed

C. The term of appointment is (include the date term expires): 6/8/04 and 6/19/05

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

☐ the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

☐ the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

☐ Other (explain):

B. Date of next term expiration of a governing board member:

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Attachment L
Section 8 Homeownership Program Capacity Statement

The Portland Housing Authority has the capacity to operate this program. In addition, PHA has established a 3 percent minimum homeownership downpayment requirement with at least one percent of the purchase price coming from the purchaser's personal resources and a requirement that the purchaser qualify for a mortgage from a qualified mortgage lender.

Attachment M

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Portland Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501-00 Replacement Housing Factor Grant No:		ME36P00350100 Federal FY of Grant: 2000	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/01 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	-0-	-0-	-0-	-0-
2	1406 Operations	-0-	50,000.00	-0-	-0-
3	1408 Management Improvements Soft Costs	439,720.00	523,068.00	470,219.26	470,219.26
	Management Improvements Hard Costs	-0-	-0-	-0-	-0-
4	1410 Administration	127,000.00	127,000.00	110,915.66	110,915.66
5	1411 Audit	-0-	-0-	-0-	-0-
6	1415 Liquidated Damages	-0-	-0-	-0-	-0-
7	1430 Fees and Costs	20,500.00	25,500.00	13,754.21	13,754.21
8	1440 Site Acquisition	-0-	-0-	-0-	-0-
9	1450 Site Improvement	95,000.00	130,000.00	63,910.67	63,910.67
10	1460 Dwelling Structures	974,852.00	864,595.00	201,118.20	201,118.20
11	1465.1 Dwelling Equipment—Nonexpendable	25,000.00	-0-	-0-	-0-
12	1470 Nondwelling Structures	5,000.00	4,100.00	3,986.69	3,986.69
13	1475 Nondwelling Equipment	58,390.00	78,440.00	61,086.60	61,086.60
14	1485 Demolition	-0-	-0-	-0-	-0-
15	1490 Replacement Reserve	-0-	-0-	-0-	-0-
16	1492 Moving to Work Demonstration	-0-	-0-	-0-	-0-
17	1495.1 Relocation Costs	-0-	-0-	-0-	-0-
18	1499 Development Activities	-0-	-0-	-0-	-0-
19	1501 Collateralization Expense or Debt Service	-0-	-0-	-0-	-0-
20	1502 Contingency	57,241.00	-0-	-0-	-0-
21	Amount of Annual Grant: (sum of lines 2 - 20)	1,802,703.00	1,802,703.00	924,991.29	924,991.29
22	Amount of line 21 Related to LBP Activities	-0-	-0-	-0-	-0-
23	Amount of line 21 Related to Section 504 compliance	15,000.00	15,000.00	10,000.00	10,000.00
24	Amount of line 21 Related to Security –Soft Costs	-0-	-0-	-0-	-0-
25	Amount of Line 21 related to Security-- Hard Costs	-0-	-0-	-0-	-0-
26	Amount of line 21 Related to Energy Conservation Measures	-0-	-0-	-0-	-0-

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Portland Housing Authority		Grant Type and Number Capital Fund Program Grant No: 501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development # Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
ME 3-1 Sagamore Village	--Rehab baths, kitchens, heat	1460	10%	302,000.00	50,000.00	40,198.66	40,198.66	Work ongoing
	--Site improvements	1450	8%	5,000.00	15,000.00	13,065.00	13,065.00	Work ongoing
	--Foundation waterproofing	1460	2%	4,500.00	2,000.00	-0-	-0-	Work ongoing
	--Project Manager	1408	30%	26,250.00	26,250.00	22,475.54	22,475.54	Ongoing Salary
	--Smoke detectors	1460	100%	49,162.00	49,162.00	-0-	-0-	Under review
ME 3-2 Kennedy Park	--Site Improvements	1450	10%	5,000.00	5,000.00	1,900.00	1,900.00	Work ongoing
	--Bathroom renovations	1460	100%	115,928.00	-0-	-0-	-0-	Work deferred
ME 3-3 Bayside Terrace	--Smoke Detectors	1460	100%	5,000.00	5,000.00	-0-	-0-	Under review
	--Site Improvements	1450	100%	5,000.00	40,000.00	36,141.17	36,141.17	Work ongoing
	--Accessibility	1460	5%	-0-	820.00	820.00	820.00	Work complete
	--Siding and roofs	1460	10%	-0-	12,221.93	12,221.93	12,221.93	Work complete
	--Boiler doors	1460	100%	-0-	7,159.28	7,159.28	7,159.28	Work complete
	--Renovations	1460	2%	2,300.00	2,300.00	2,300.00	2,300.00	Work complete
ME 3-4 Franklin Towers	--Project Manager	1408	50%	23,365.00	23,365.00	19,254.94	19,254.94	Ongoing salary
	--Elevator update	1460	12%	2,000.00	-0-	-0-	-0-	Move to 501-01
	--Renovate Community Room	1460	5%	20,000.00	11,000.00	8,446.65	8,446.65	Work ongoing
	--Fire protection	1460	100%	-0-	458,892.00	-0-	-0-	Work out to bid
	--Locks	1460	100%	-0-	3,928.00	3,928.25	3,928.25	Work complete
	--Elder Services	1408	100%	11,929.50	11,929.50	11,929.50	11,929.50	Ongoing expense
	--Hot water room	1460	100%	953.00	953.00	953.00	953.00	Work complete
	--Site work	1450	20%	-0-	2,000.00	-0-	-0-	Under review
	--Paint units	1460	25%	22,000.00	22,000.00	-0-	-0-	Under review
ME 3-5 Bayside East	--Replace zone valves	1460	100%	20,000.00	20,000.00	-0-	-0-	Review
	--Smoke detectors	1460	30%	18,000.00	18,000.00	-0-	-0-	Under review
	--Refrigerators	1465	33%	25,000.00	-0-	-0-	-0-	Purchase deferred
	--Site improvements	1450	25%	20,000.00	17,000.00	5,375.00	5,375.00	Work ongoing
	--Chimney repair	1460	100%	24,285.00	24,285.00	24,285.00	24,285.00	Work complete
ME 3-6 Harbor Terrace	--Project Manager	1408	40%	17,325.00	20,000.00	18,095.52	18,095.52	Ongoing salary
	--Consolidation	1460	20%	50,000.00	-0-	-0-	-0-	Complt. previously
	--New windows	1460	100%	275,856.00	-0-	-0-	-0-	Deferred
	--Site improvements	1450	100%	10,000.00	35,000.00	4,065.25	4,065.25	Work ongoing
	--Handrails	1469	100%	-0-	35,000.00	-0-	-0-	Spec under way
	--Renovations	1460	5%	3,200.00	3,200.00	3,200.00	3,200.00	Work complete
	--Locks	1460	100%	2,283.00	2,283.00	2,283.00	2,283.00	Work complete
	--Paint units	1460	30%	18,000.00	18,000.00	-0-	-0-	Under review
ME 3-8 Riverton Park	--Site improvements	1450	22%	30,000.00	4,000.00	2,355.00	2,355.00	Work ongoing
	--Smoke detectors	1460	100%	36,000.00	36,000.00	-0-	-0-	Under review
	--Project Manager	1408	30%	26,250.00	32,000.00	29,990.68	29,990.68	Ongoing salary

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Portland Housing Authority		Grant Type and Number ME36P00350100 Capital Fund Program Grant No: 501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development # Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct #	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
ME 3-9 Washington Gardens	--Project Manager	1408	50%	11,550.00	20,000.00	17,032.84	17,032.84	Ongoing salary
	--Rehabilitate front/rear entry halls	1460	100%	22,000.00	7,123.00	7,123.00	7,123.00	Work complete
	--Site Improvements	1450	45%	5,000.00	5,000.00	635.00	635.00	Work ongoing
	--Accessibility	1460	2%	3,185.23	3,185.23	3,185.23	3,185.23	Work complete
	--Heating repairs	1460	8%	3,783.78	3,783.78	3,783.78	3,783.78	Work complete
	--Paint units	1460	12%	10,200.00	10,200.00	-0-	-0-	Under review
ME 3-10 Front Street	--Smoke Detectors (bedrooms)	1460	100%	14,856.00	14,856.00	-0-	-0-	Work ongoing
	--Site Improvements	1450	20%	5,000.00	5,000.00	374.22	374.22	Work ongoing
ME 3-11 Dermot Court	--Smoke Detectors (bedrooms)	1460	100%	1,000.00	-0-	-0-	-0-	Work complete
	--Site Improvements	1450	25%	5,000.00	2,000.00	-0-	-0-	Work ongoing
ME 3-16 Peninsula Housing	--Smoke Detectors (bedrooms)	1460	100%	4,000.00	4,000.00	-0-	-0-	Review
	--Site Improvements	1450	65%	5,000.00	2,000.00	-0-	-0-	Review
	--Siding Replacement	1460	100%	-0-	110,000.00	63,550.00	63,550.00	Work ongoing
Administrative Office	--Heat Controls, zone valves	1470	50%	5,000.00	2,500.00	2,446.69	2,446.69	Work ongoing
	--Rug	1470	100%	-0-	1,600.00	1,540.00	1,540.00	Work complete
PHA Wide	--Housing Inspector	1408	1 FTE	38,000.00	38,000.00	37,795.73	37,795.73	Ongoing salary
	--FSS Program Manager	1408	.1 FTE	7,400.00	7,400.00	-0-	-0-	Ongoing salary
	--Resident Services Program Assistant	1408	1 FTE	36,500.00	38,643.28	38,643.28	38,643.28	Ongoing salary
	--Education Program Manager	1408	1 FTE	52,500.00	57,658.14	57,658.14	57,658.14	Ongoing salary
	--Resident Services Program Manager	1408	1 FTE	52,500.00	52,500.00	50,594.87	50,594.87	Ongoing salary
	--Director of Resident Services	1408	1 FTE	61,000.00	79,593.22	79,593.22	79,593.22	Ongoing salary
	--Resident Counseling	1408	Contracted	37,080.00	37,080.00	26,311.00	26,311.00	Contractual
	--Youth Services	1408	Contracted	25,000.00	25,000.00	-0-	-0-	Review
	--Education Services	1408	Contracted	25,000.00	25,000.00	-0-	-0-	Review
	--Modernization Staff	1410	2 FTE	127,000.00	127,000.00	110,915.66	110,915.66	Ongoing salary
	--Preventive Maintenance	1460	10%	34,550.00	34,550.00	7,080.33	7,080.33	Ongoing expense
	--Architectural and Engineering Fees	1430	100%	20,500.00	25,500.00	13,754.21	13,754.21	Ongoing expense
	--Maintenance Equipment	1475	1 ea.	8,390.00	8,390.00	16,599.00	16,599.00	Ongoing expense
	--Maintenance Vehicle	1475	1 ea.	25,000.00	25,000.00	16,995.00	16,995.00	Ongoing expense
	--Computer hardware and software	1475	5%	25,000.00	25,000.00	7,442.60	7,442.60	Under review
	--Contingency	1502	100%	57,241.00	-0-	-0-	-0-	Under review
	--HTVN Subscription	1408	100%	-0-	6,300.00	6,300.00	6,300.00	Purchase complete
	--Tenant Services	1408	Contracted	-0-	54,544.00	54,544.00	54,544.00	Ongoing salary
	--Photocopier	1475	1 ea.	-0-	20,050.00	20,050.00	20,050.00	Purchase complete
	--Operation	1406	100%	50,000.00	50,000.00	-0-	-0-	Under review
				1,802,703.00	1,802,703.00	924,991.29	924,991.29	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

PHA Name: Portland Housing Authority			Grant Type and Number Capital Fund Program No: ME36P00350100 Replacement Housing Factor No: 501-00				Federal FY of Grant: 2000	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
3-1 Sagamore Village	06/30/02			06/30/03				
3-2 Kennedy Park	06/30/02			06/30/03				
3-3 Bayside Terrace	06/30/02			06/30/03				
3-4 Franklin Towers	06/30/02			06/30/03				
3-5 Bayside East	06/30/02			06/30/03				
3-6 Harbor Terrace	06/30/02			06/30/03				
3-8 Riverton Park	06/30/02			06/30/03				
3-9 Washington Gardens	06/30/02			06/30/03				
3-10 Front Street	06/30/02			06/30/03				
3-11 Dermott Court	06/30/02			06/30/03				
3-16 Peninsula Housing	06/30/02			06/30/03				
Administrative Offices	06/30/02			06/30/03				
PHA Wide	06/30/02			06/30/03				

Attachment N

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Portland Housing Authority		Grant Type and Number ME36P00350101 Capital Fund Program Grant No: 501-01 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12-31-01 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	-0-		0	0
2	1406 Operations	36,760.00		0	0
3	1408 Management Improvements	625,930.00		0	0
4	1410 Administration	127,000.00		0	0
5	1411 Audit	-0-		0	0
6	1415 Liquidated Damages	-0-		0	0
7	1430 Fees and Costs	20,100.00		0	0
8	1440 Site Acquisition	-0-		0	0
9	1450 Site Improvement	33,000.00		0	0
10	1460 Dwelling Structures	848,246.00		0	0
11	1465.1 Dwelling Equipment—Nonexpendable	13,037.00		0	0
12	1470 Nondwelling Structures	2,000.00		0	0
13	1475 Nondwelling Equipment	83,390.00		0	0
14	1485 Demolition	-0-		0	0
15	1490 Replacement Reserve	-0-		0	0
16	1492 Moving to Work Demonstration	-0-		0	0
17	1495.1 Relocation Costs	-0-		0	0
18	1499 Development Activities	-0-		0	0
19	1501 Collateralization or Debt Service	-0-		0	0
20	1502 Contingency	50,000.00		0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,839,463.00			
22	Amount of line 21 Related to LBP Activities	-0-			
23	Amount of line 21 Related to Section 504 compliance	15,000.00		0	0
24	Amount of line 21 Related to Security – Soft Costs	-0-			
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	325,000.00		0	0

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: Portland Housing Authority		Grant Type and Number ME36P00350101 Capital Fund Program Grant No: 501-01 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Sagamore Village	Rehab. Baths, Kitchens, Heat	1460	20%	119,306.00		0	0	
ME3-1	Site Improvements	1450	2%	5,000.00		0	0	
	Foundation Waterproofing	1460	2%	4,500.00		0	0	
	Electrical Service Replacement	1460	4%	4,000.00		0	0	
	Chimney repair	1460	100%	9,000.00		0	0	
Kennedy Park	Site Improvements	1450	2%	2,000.00		0	0	
ME3-2	Floor Replacement	1460	5%	4,000.00		0	0	
Bayside Terrace	Site Improvements	1450	2%	2,000.00		0	0	
ME3-3	Dryer Hookups, Vent, and Electrical	1460	100%	24,000.00		0	0	
	Appliances	1465	50%	13,037.00		0	0	
Franklin Towers	Renovate Common Areas	1460	100%	130,000.00		0	0	
ME3-4	Site Improvements	1450	2%	2,000.00		0	0	
Bayside East	Replace Zone Valves	1460	60%	10,000.00		0	0	
ME3-5	Site Improvements	1450	2%	2,000.00		0	0	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Portland Housing Authority		Grant Type and Number ME36P00350101 Capital Fund Program Grant No: 501-01 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA -Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Harbor Terrace	Site Improvements	1450	5%	5,000.00		0	0	
ME3-6	Sprinkler System	1460	100%	472,000.00		0	0	
Riverton Park	Site Improvements	1450	2%	2,000.00		0	0	
ME3-8	Electrical Service	1460	4%	17,000.00		0	0	
Washington Gardens	Site Improvements	1450	2%	5,000.00		0	0	
ME3-9	Electrical Service	1460	4%	7,500.00		0	0	
Front Street	Site Improvements	1450	2%	2,000.00		0	0	
ME3-10	Electrical Service	1460	4%	7,500.00		0	0	
Dermot Court	Site Improvements	1450	2%	2,000.00		0	0	
ME3-11	Floor Repairs	1460	50%	4,000.00		0	0	
Peninsula Housing	Site Improvements	1450	20%	4,000.00		0	0	
ME3-16								
Admin. Offices	Heat Controls, Zone Valves	1470	100%	2,000.00		0	0	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Portland Housing Authority		Grant Type and Number ME36P00350101 Capital Fund Program Grant No: 501-01 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Housing Inspector	1408	1 FTE	41,400.00		0	0	
	FSS Program Manager	1408	.1 FTE	7,400.00		0	0	
	Resident Services Program Assistant	1408	1 FTE	42,600.00		0	0	
	Education Program Manager	1408	1 FTE	61,750.00		0	0	
	Resident Initiatives Program Manager	1408	1 FTE	57,500.00		0	0	
	Director of Resident Services	1408	1 FTE	83,700.00		0	0	
	Resident Counseling	1408	Contractual	37,080.00		0	0	
	Youth Services	1408	Contractual	25,000.00		0	0	
	Education Services	1408	Contractual	25,000.00		0	0	
	Modernization Staff	1410	2 FTE	127,000.00		0	0	
	Preventive Maintenance	1460	5%	34,550.00		0	0	
	Architectural/Engineering Fees	1430	Contractual	20,100.00		0	0	
	Maintenance Equipment	1475	Purchase	33,390.00		0	0	
	Maintenance Vehicle	1475	Purchase	25,000.00		0	0	
	Computer Hardware/Software	1475	Purchase	25,000.00		0	0	
	Contingency	1502	100%	50,000.00		0	0	
	Project Managers (3x)	1408	3 FTE	172,500.00		0	0	
	Elderly Services	1408	Contractual	72,000.00		0	0	
	Operations	1406	Contractual	36,760.00		0	0	
	Total			1,839,463.00		0	0	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

PHA Name:			Grant Type and Number ME36P00350101 Capital Fund Program No:501-01 Replacement Housing Factor No:			Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
3-1 Sagamore Village	06/30/03			06/30/04			
3-2 Kennedy Park	06/30/03			06/30/04			
3-3 Bayside Terrace	06/30/03			06/30/04			
3-4 Franklin Towers	06/30/03			06/30/04			
3-5 Bayside East	06/30/03			06/30/04			
3-6 Harbor Terrace	06/30/03			06/30/04			
3-8 Riverton Park	06/30/03			06/30/04			
3-9 Washington Gardens	06/30/03			06/30/04			
3-10 Front Street	06/30/03			06/30/04			
3-11 Dermot Court	06/30/03			06/30/04			
3-16 Peninsula Housing	06/30/03			06/30/04			
Administrative Offices	06/30/03			06/30/04			
PHA-wide	06/30/03			06/30/04			

Attachment O

Project-Based Vouchers

The Falmouth Housing Authority will utilize the Project-Based Voucher Program to compliment other housing programs administered by the agency in achieving our goal of providing the widest possible choice of housing opportunities to the greatest number of applicants and participants.

Although the Authority could project-base over 60 vouchers, at this time we are planning to utilize up to 50 vouchers in an attempt to increase the availability of affordable housing in Falmouth. The general location includes all of the Town of Falmouth.

The Town of Falmouth is experiencing a vacancy rate of less than ½% (one-half of one percent) and escalating rents. The Authority's utilization of project-basing in certain strategic locations is needed to assure the availability of units for a period of years. Certain strategic locations refer to eligible census tracts or smaller areas within those census tracts that will still result in a reasonable choice of buildings or projects to be provided project-based assistance when the FHA solicits applications.

Project-basing is consistent with the Agency Plan, by increasing the number of affordable housing units, reducing turnover, maintaining and increasing lease-up rates. Project-basing is an appropriate option because it will increase the supply of units for tenant-based assistance which is currently extremely limited. Project-basing will assure the availability of units for our population.

Attachment P
Minutes of Meeting
AGENCY PLAN BRIEFING
for
Resident Advisory Board

February 14, 2002

The Agency Plan Briefing for Program Participants was held at the Portland Housing Authority, 14 Baxter Boulevard, Portland, Maine at 9:00 A.M. The meeting was called to order by the Director of Resident Services, Ann Marie Card.

PRESENT:	RAB MEMBERS	PHA STAFF	GUESTS
	Shirley McFarland	Shawna Ohm	Penn Yann
	Lois Davenport	Al Chamberlain	Amanda Cummings
	Patricia Libby	Annette Gurney	Jackie Hamm
	Clifford Merrill	Suzanne Hunt	
	Stu Daniels	Officer M. Dufresne	
	Mona Taylor	Officer W. Ross	
	Doris Gendrolis	Tae Chong	
	Russell Gagnon	William Dalbec	
	Bill Harrigan	Ann Marie Card	
		Michael Wilson	
		Mary Bostwick	
		Martha Hurd-Call	

The meeting opened with Ms. Card giving an overview of the review process. Ms. Card introduced speakers Bill Dalbec and Mary Bostwick.

Ms. Card then explained that the Drug Elimination Program had been eliminated for 2003. Ms. Card then went into how the Authority plans to find a way to fund the programs. Ms. Card then mentioned the PHAS Ahigh performer@score of 96.

Ms. Card turned the floor over to Mary Bostwick, Director of Housing Services. Ms. Bostwick then went over Section 8 wait list statistics, participant statistics, then explained the changes in the Section 8 administrative plan, which are all statutory or regulatory. Ms. Bostwick explained that there was no longer a certificate program; it has been replaced by a housing choice voucher program.

Ms. Bostwick explained that the AOne Strike@ guidelines have been changed to AScreening and Termination.@

Ms. Bostwick mentioned that the Section 8 history that was in Chapter I of the Administrative Plan out and inserted, instead, the PHA =s Mission Statement.

Are there any questions?

Resident Comment: *Between the two of you, I want an answer to this one; she=s been told that the policy=s changed on moving from one unit to another. I thought that when you move from one unit to another that your deposit carried with you. I was with the understanding that you had to have four paychecks from the new job or four paychecks from work if you had changed your employment before your rent was changed (Section 9 or Public Housing).*

Ms. Bostwick went on to explain about Section 8 policies regarding leasing.

Resident Comment: *Let=s get back to the raising of the rent. How can your rent be raised if you don=t have proof of what you=re making; and does that rent change before you have proof of what you=re making and don=t you give a months worth.*

Ms. Bostwick went on to explain the Authority=s policy regarding rent determinations.

Ms. Card explained the public housing policy regarding rent determinations.

Ms. Bostwick then mentioned that the Authority has, at the front desk, a copy of the Authority=s revised Plan and anyone is invited to review it.

Resident Comment: *Are the people here from Section 8 or just housing? How many people know about this meeting? Did other people get a letter saying there was going to be a meeting?*

Ms. Card responded that they did.

Resident Comment: *I asked for a copy of the lease and the amendments weren=t on it; why?*

Ms. Card explained that the amendment sheet should have been attached.

Resident Comment: *I have to ask for the amendment sheet?*

Ms. Card responded in the affirmative.

Resident Comment: *I would think you would make a policy that all amendments are put on that lease when somebody is handed the lease, without being asked because those are important. Those amendments can be vital.*

Ms. Card agreed.

Resident Comment: *Anything the Housing Authority makes a ruling of, we should be notified.*

Ms. Card explained that=s what this meeting was for, to discuss any changes for the upcoming year.

Ms. Bostwick then handed out a list of changes.

Ms. Card then called for individual introductions all around. Ms. Card called for anyone to ask questions at any time during the proceedings. Bill Dalbec was then introduced.

Mr. Dalbec gave an overview of the Capital Fund Program and the projects that have been accomplished, that are in the process of being done, and items planned on and funds allocated. Mr. Dalbec handed out information to meeting participants. Mr. Dalbec then outlined specific items to be accomplished and the reasons for those particular selections, including the high rise sprinkler installations.

Resident Comment: *Who sits in on your planning boards when a project comes up to see what kind of workers they are going to be? We have a lot of children in our area; how can we find out about the workers before we let them come into our neighborhood?*

Mr. Dalbec explained that he had checked out contractor employees, but that he hasn=t done that recently. Mr. Dalbec explained about insurance requirements for contractors.

Resident Comment: *Your going to start the contract tomorrow?*

Mr. Dalbec responded that the contract would be signed tomorrow.

Resident Comment: *Do you have any idea when you=ll start the construction?*

Mr. Dalbec explained the process of notification and that the construction probably wouldn=t begin for at least three weeks.

Mr. Dalbec then asked for questions and comments; then continued with further budget explanations.

Resident Comment: *Are you going to come out to the different areas and ask what we need again?*

One of the things we=ve done; accessibility is always foremost under the ADA. We do try to do surveys; that=s what this meeting is right now. Is there any specific problem.

Resident Comment: *Where are the sprinklers going to be located?*

Mr. Dalbec explained where the sprinklers were going to be located and how they work.

Resident Comment: *The tenants have the impression that the only sprinklers are going to be in place are in the hall and not in the apartments themselves.*

Mr. Dalbec explained that the only room in the building that will not be sprinkled is the bathroom and explained why.

Resident Comment: *So there=s going to be a lot of work on the ceilings?*

Mr. Dalbec responded by saying very minimal and explained the design and materials used.

Resident Comment: *So the pipes will actually be showing?*

They will be showing, but they will be very minimal.

Resident Comment: *The contractor will be covering up furniture and the property of the tenants?*

It's right in our contract; you move the resident's furniture, you move it back. You protect the resident's furniture and if you destroy it, you pay for it; that's in the contract.

Are there any other questions?

Resident Comment: *In Riverton, they did have their overhaul at one time, but I think they need new downstairs floors. The gully; my backyard is almost gone. Sidewall gone.*

Mr. Dalbec indicated that he would make a note of those items.

Resident Comment: *The dryer vents; they should be cleaned out at least.*

Mr. Dalbec commented that he had discussed this with Mr. Dromgoole. Briefly, at a meeting I was told that they were all vinyl. Ten or twelve years ago we had put in hard pipe. In some units there was hard pipe installed in some of the horizontal runs. I have put in for that in some of the developments, replacement or reinstall new. I have since been informed by Mr. Dromgoole that they are metal.

Resident Comment: *The Fire Department was out there, and the first thing they said it was an illegal run all the way. The way they come up and around, with all the curves, whoever put those in made shortcuts all around. They should be cleaned out.*

Mr. Dalbec commended that was a valid concern. Mr. Dalbec commented that it falls under preventive maintenance under the budget and will bring it up with Mr. Dromgoole.

Resident Comment: *Does this position fall under the outside windows being cleaned at Franklin Towers?*

Mr. Dalbec responded that it did not.

Bill then went into the Riverton Park playground.

Resident Comment: *The back playground is not lit enough.*

Mr. Dalbec then discussed playground locations and possibilities.

Mr. Dalbec asked if there were any questions?

Resident Comment: *Remember when we were having problems in the 6th circle; next to the woods and Riverside Street. A lot of vandalism. We wanted to see about putting a spotlight on that corner.*

Mr. Dalbec indicated that it would be under maintenance. Al Chamberlain indicated that the real suggestion would be 6' chain link fencing for that whole two sets of buildings. People coming from the fish factory; for security. Mr. Chamberlain suggested 6' chain link fencing for each individual unit - just those two buildings. Mr. Dalbec asked Mr. Chamberlain to more fully detail this in an email. A discussion then followed regarding the footpath that runs to the fish factory and its accessibility.

Resident Comment: *There aren't enough lights out there anymore.*

Mr. Dalbec indicated that he would take a look at the problem. Bill asked if anyone has checked the lighting situation to see if they are working. Mr. Chamberlain indicated that when a repair person came out, the light was on. Mr. Dalbec thought it might be a sensor problem. Mr. Chamberlain then went on to say that too much lighting would turn the area into a daylight concentration camp. Mr. Dalbec asked for recommendations. A discussion of existing fences in Riverton Park followed.

Mr. Dalbec called for more questions.

Resident Comment: *Need another laundry room for Sagamore Village.*

A discussion of the existing laundry facilities in Sagamore Village followed. Mr. Dalbec requested that Ms. Gurney, Project Manager, send him a request from the Resident Council.

Resident Comment: *How about bathroom windows?*

Mr. Dalbec explained that sprinkling the high rises were very important, but that Mr. Howe wanted to make sure that Sagamore money was in there. Mr. Dalbec discussed items that would be done in Sagamore.

Resident Comment: *Foundations?*

Mr. Dalbec commented that money and people were in place for that. Mr. Dalbec then discussed the foundation repairs that had been done and the costs.

Resident Comment: *They left the cement drains, piled them everywhere. Some are broken, some aren't. Some are still laying on lawns, completely whole, where they're left. What are you going to do*

about the drains?

Mr. Dalbec clarified what the resident was speaking about and indicated that this was Mr. Dromgoole=s area.

Resident Comment: *Ventilation for air in the cellars; no air or ventilation whatsoever.*

Mr. Dalbec commented on vents already in place, and their correct use. A discussion of current ventilation followed. Mr. Dalbec indicated that he would make a note of the request.

Resident Comment: *The tubs haven=t been replaced for over 30 years.*

Mr. Dalbec asked that Mr. Chamberlain send in a request from the Tenant Council. He then explained what was being done in other developments for tub replacement.

Mr. Dalbec asked for questions. There were non.

Ms. Card then went on to explain changes in public housing policies and regulations and that all policies and regulations were available for review in the front office.

Resident Comment: *What=s going to keep these things going on our way now.*

Ms. Card responded that we have funding through September 30. Ms. Card then briefly outlined various strategies for obtaining funding.

Resident Comment: *Our main concern is, at least in town they have a library, but out here we have nothing. That Study Center is what our kids are.*

Ms. Card agreed and reiterated the PHA=s commitment to aggressively seeking funding.

Resident Comment: *Are we still helping PROP Peer Leaders or do they have their own money now?*

We are paying for that right now.

Resident Comment: *The Boys and Girls Club, they=re paying for their own, right?*

We have a contract with them and are paying for some of that as well through September 30.

Resident Comment: *I thought with the Boys Club we provided the space and they would be there; they wouldn=t go away.*

Ms. Card indicated that the PHA would always provide the space. Ms. Card reported that she has met with the current PHDEP providers to brainstorm regarding funding.

Resident Comment: *We were supposed to have the ESL and its gone. They moved up to the Friendship place.*

Ms. Card reported that ESL is not gone; they moved up to there for liability issues. It=s a trial thing; they needed it for more space. The PHA has entered into a contract with them to provide the same services to Riverton on a trial basis for six months to see if the residents are going to go there. Ms. Card indicated she would review the program monthly.

Ms. Card went on with changes to the Annual Plan and distributed a hand-out detailing all changes.

Resident Comment: *It seems like the only thing 2. and 3. on the allowance deductible - elderly allowance and medical expenses for family members and elderly; that would pretty much cover just Franklin Towers and the others more for the people that are HUD.*

Ms. Card clarified the disallowance policy and deductions. Ms. Card continued with changes.

Ms. Bostwick interjected with a major change to how vouchers are funded.

Ms. Card reported that ceiling rents have been discontinued as of September 30, 2002 and elaborated on that statement.

Resident Comment: *Is that going to be fair to the elderly or disabled who have to be on a lower floor?*

Ms. Card explained the rental options in public housing.

Ms. Card asked for further questions. There were none; the meeting adjourned at 11:35 A.M.